

COMMUNITY SERVICES AND PLANNING MANAGER

DEFINITION:

Under general supervision by the Recreation and Community Services Director, the Community Services and Planning Manager provides oversight to the Community Services and Planning Division programs including management of the Community and Cultural Center, the Outdoor Sports Center, Friendly Inn and El Toro Youth Center, City park planning and special events.

CLASS CHARACTERISTICS:

This is an exempt, management level classification which requires knowledge of a wide variety of recreation activities which includes park and recreation facility reservations, special events, culture and art exhibits, special projects. This classification also requires specialized knowledge of strategic planning for effective, planning, acquisition, development and use of City parks and other recreation facilities. The Recreation Manager is also responsible for the Division's budget administration, cost recovery mechanisms, development of operating procedures, and oversight of the division's programs.

Successful performance in this class requires highly developed interpersonal skills required to provide positive supervision and leadership for City staff and an understanding of cost effective use of technology solutions to implement City programs.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Assumes management responsibility for services and activities of the Community Services and Planning Division.
2. Supervises and evaluates Recreation Coordinators and other division employees.
3. Assigns, prioritizes, directs and schedules duties and work assignments.
4. Develops and implements program goals and policies, staffing levels, and administers policies and procedures for City recreation facilities.
5. Assesses community recreational interests, participates in strategic planning and makes recommendations to ensure productive implementation of City recreation programs.
6. Assesses facility needs to accommodate program needs.
7. Perform specialized and complex assignments in developing and improving community parks and recreation facilities.

Job Description – Community Services and Planning Manager

8. Prepare and monitor division budgets and expenditures.
9. Acts as liaison with community organizations and regional service providers.
10. Provides updates and reports to the Recreation and Community Services Director as needed.
11. Keep abreast of laws and standards in recreation related service areas and maintains current knowledge of job requirements and responsibilities.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Make presentations to the City Council, other agencies, and community groups.
2. Perform other duties as required.

QUALIFICATIONS:

Knowledge of:

1. Philosophies, techniques, trends and principles of recreation management.
2. Principles of organization, administration, and budget management.
3. Principles and practice of management, supervision, training, and performance evaluations.
4. Principles of customer service related to the delivery of recreation programs.

Skill in:

1. Assessing and implementing community recreation program needs.
2. Effectively use automated systems, including personal computers and office/specialized recreation software packages.
3. Excellent customer service skills.
4. Organizing and preparing clear and concise reports in a non-bureaucratic style.

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Ability to:

1. Provide organizational leadership to all Department employees, volunteers, and partners.
2. Effectively plan the work of professional and para-professional staff.
3. Prepare, analyze, and make recommendations pertaining to recreation program service delivery.
4. Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
5. Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
6. Manage, direct, train, coordinate and evaluate the work of staff.
7. Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.

JOB REQUIREMENTS:

1. A combination of education and experience substantially equivalent to that obtained by acquiring a bachelors degree or similar four year college degree with emphasis in recreation or a closely related field.
2. At least four years of increasingly responsible recreation program experience including at least two years in a supervisory position.

OTHER QUALIFICATIONS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Plans, maps, and blueprints
3. Computer monitor, keyboard, printer
4. Copy machines
5. Fax machines
6. Telephone
7. Calculator

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8. Automobile
9. Presentation equipment

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting/standing
5. Pushing/pulling
6. Manual dexterity
7. Speed in meeting deadlines
8. Driving
9. Lifting up to 15 lbs.
10. Walking

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 95% of the time
2. Travel: varying conditions, 5% of the time.
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoors levels